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MINUTES of a MEETING held on Thursday 9 July 2020 at 7.30 pm by AUDIO CONFERENCE

Present: Cllr Brown, Cllr Collins, Cllr Cooper, Cllr Cousins-Clarke, Cllr Long, Cllr Sneddon and Cllr Weston.

Also in attendance: District Cllr Burn for some of the meeting.

07.09.01 Opening – The Chair welcomed everyone to the meeting.

07.09.02 Apologies

- a) Apologies for absence were received from County Cllr Fleming as a previous meeting is overrunning.
- b) Council consented to accept the apologies as submitted.

07.09.03 Declarations of Interest and Dispensations – Cllr Long declared a pecuniary interest in planning application DC/20/02413 and will refrain from commenting or voting on this agenda item.

07.09.04 Councillor Vacancies and Elections - It was noted there are still 4 vacancies on the parish council. Cllr Sneddon reported she had received some interest from 2 members of the public.

07.09.05 Minutes of the Previous Meetings - The minutes of the meeting of 10 June 2020 were approved and signed.

07.09.06 Matters arising not covered elsewhere on agenda – There were no matters arising from the minutes of that meeting not covered elsewhere on this agenda.

07.09.07 Public Forum – the following reports were received for information:

- Report distributed earlier that evening to all from County Councillor Fleming as published on our website. The Chair précised her report for all present. Note travellers were present just outside of Palgrave on Wortham Ling which BMSDC was fully aware of.
- District Councillor David Burn – no report received.
- Members of the public – there were no questions raised as no public present.
- Members of the public – no questions received in advance by the clerk from those not present.

07.09.08 To consider matters relating to planning for Palgrave

a) To determine the following planning application received:

DC/20/02683 – Variation of Condition 2 approved plans /drawings - Plot 9 to include sunroom @ Land to the East Of, Priory Road – The Parish Council approved the application unanimously.

b) The following determinations were noted by the local planning authority:

DC/20/01921– Planning permission granted for erection of First floor rear extension and conservatory (following demolition of existing), internal alterations to layout with window adjustments and roof lights @ Laburnham Cottage, Ling Road.

DC/20/01971 – Listed Building consent granted for reinstatement of timber windows @ The Paddocks, The Green.

DC/20/01506 – Planning Permission has been refused for Erection of 2.4m and 2m high fence and gate and garden room/home office to front elevation @ Sarum, Lion Road.

c) Any other planning matters that require urgent attention:

The Parish Council noted the successful appeal for outline planning permission at Land Opposite Home Cottage, Lows Lane re the erection of 1 x two storey dwelling. The Parish Council approved the original application.

DC/20/02413 was discussed being an application for a Conservatory @ Sarum, Lion Rd. The Parish Council was not a statutory consultee on this application. However, the PC felt very strongly about the following aspects which the clerk is to respond to the application online:-

- Encroachment on the neighbouring properties
- Reducing the natural light to those adjacent dwellings
- Is an overbuild on the site in question
- Not in keeping with the street scene

- Invasion of neighbours' privacy
- The Parish Council felt strongly that all the subsequent additions should have been on the original application
- Request BMSDC to carry out an urgent site visit to assess the impact

All Councillors voted in favour of the above. Cllr Long was absent from any discussion or voting on this application.

Action: Clerk to follow up with a phone call to BMSDC

Note a last-minute planning determination had been received re DC/20/02350 - Land At, Lower Rose Lane, Palgrave being the container yard. The following conditions were approved:

Condition 5 (Landscape Scheme), Condition 7 (Container Colour), Condition 8 (Illumination), Condition 12 (Access Surface Treatment) and Condition 13 (Surface Water Discharge Prevention).

The Chair is certain that the application cannot meet Highways conditions meaning that the information on the submitted drawings was incorrect.

Action: Clerk to write to the Enforcement Officer in regard to this not meeting Highways policy and to copy in Andrew Reid, Cabinet Member for Suffolk Highways
Note the container storage yard is up and running. **Action:** District Cllr Burn will expedite this matter on 10/7/20 and report back to us next week.

Land at Denmark Hill – the clerk distributed information confirming that the original architect is no longer involved. We are therefore unaware of any status update as no application has been received.

The clerk reported that live planning application links will no longer be included on agendas or minutes following a request from MSDC Planning Dept.

07.09.09 Suffolk Highways (SH), Speeding and Road Related Issues

a) To note the update received from Highways regarding all 4 projects. The Clerk had queried the fact we are being asked to pay in advance on an 'estimate' basis. The answer received from John Simpson at Suffolk Highways was as follows:- "We have estimated the cost of all four of the projects in terms of the estimated officer time required to design the proposals and take them through the processes involved in progressing a TRO where necessary. We have also estimated the costs of the construction elements required, which although difficult at this stage (before having designed the schemes), we have relied upon some educated assumptions as most of the projects are relatively minor in nature in terms of the construction elements. I will put things in motion today/ You should receive the Invoice from our Finance Team before your meeting next week. We have based the estimate on the upper end of the range however these are only estimates and not quotations and actual costs may vary up or down."

The time line is as follows:-

Lion Road Chevron signs -

Estimated Design time required = 4 weeks

Checking / approvals and ordering = 2 weeks

Construction = 14 weeks from date of order (Contractual agreed maximum delivery timescale)

Estimated delivery within 20 weeks from receipt of confirmation to proceed. Note no TRO required.

Priory Road TRO - No Entry and build out etc

Lion Road and Upper Rose TRO - Lane 40mph Speed Limit buffers

Crossing Road TRO – 7.5 Ton Weight restriction

These are all TROs. Highways will try and run these separate schemes at the same time but there may be some change in the individual timelines as result of the level and nature of any feedback received during the consultation and advertising phases and any subsequent design amendments required.

Generally, TRO's can take 6-9 months to go through the necessary stages outlined.

The Parish Council are not convinced that they can commit public money upfront based on estimates.

We have to be seen to carry out due diligence. We need a full explanation from SH about this way of operating. If one of the projects does not go ahead, does that mean we receive a refund? No-one would ordinarily pay a company 50% up front with no guarantees. If that is indeed the way SH operates, then we require evidence in writing before issuing a cheque for nearly £17200. The PC is astonished that public procurement works in this way. It was agreed that an audit next year would raise serious questions if we went ahead without something further in writing. An alternative would be a legal agreement through a solicitor but this would attract more costs.

Action: Clerk to write again to Highways in light of the above discussion

b) Purchase of additional SID made after last PC meeting. Delivery expected w/c 20 July. Note it will contain a data recorder as instructed. Price quoted £2143.87 plus delivery and vat. Payment approved in advance as no meeting in August when the invoice will become due for payment.

Action: Clerk to review the rota, to contact all volunteers to see who can go back on the rota due to restrictions lifting a little. Clerk to ask DH if he can install the new SID when received. Ideally new rota in situ for end July.

Clerk requested speed data from Walpole & Occold but nothing received to date. **Action:** Clerk to chase for data from other villages and to send speed data found on the laptop to the Chair

c) Any other SH issues for discussion: Clerk lodged complaint with SCC re drain clearance. Response was received from Amanda Mays, Asset Manager Drainage, Footways and Street Furniture at SH. She confirmed the drain on cnr Lion Rd /Priory Rd needed further work but budgets limited when it could be done. In the meantime a resident on that corner also complained to SH about this drain and copied the clerk in on photos and a video lodged with SH. The Clerk relayed the info to Amanda Hays who agreed it needs urgent repair and concluded that SH got some additional money from Department for Transport which the County Council Cabinet member for Highways has invested some to an extra drainage budget. She may therefore be able to ask one of the specialist drainage engineers to investigate a bit deeper than Highways team have already done. Fitting it into his existing schedule will probably put that investigation in August or early September.

Cllr Sneddon reported there is another blocked drain near the corner of Crossing Rd/ Burlington Lane, on the left hand side which keeps flooding. It is approx. ½ way down Crossing Rd near the old water pump. It is foul smelling. **Action:** Clerk to report

The Parish Council confirmed it is not our responsibility to contact SH although we will always do our best for residents. **Action:** Clerk to put something on the notice board and in *The Palgrave Star* about where to lodge SH complaints including a telephone number for those unable to access the Reporting Tool online. **Action:** Clerk to check the broken school sign as it looks like this has been propped up

07.09.10 Ditches, grass, hedges and footpaths

Noted that the grass areas were cut last week but that not all areas, specifically the Green, required a cut. Cllr Brown was not consulted on the last cut. Highways verges were also cut last week. Note a complaint had been received about cyclists on The Lows footpath not giving way to pedestrians. It was also noted a Footpath sign was missing. Note The Lows is only a footpath to a certain point along it.

Action: Clerk to ensure the contractor checks with Cllr Brown each and every time before he carries out the next cut. This is crucial and should be standard practice

Note the area around the pond is becoming unruly. **Action:** Clerk to contact the previous man who cut this on behalf of the Gardening Group and request a trim. Alternative is to ask our grass contractor to trim if the former is not available

Action: Clerk to include paragraph about cyclists on *The Lows* in *Palgrave Star*. Include on next agenda

07.09.11 Open Spaces and Village Green

a) Still no update from BMSDC re The Green due to reassigned work with the current restrictions.

Action: Clerk to ensure this is dealt with eventually by BMSDC

It was noted there is a dead or dying tree in the middle of The Green close to the School sign near Flint Cottage. The Clerk confirmed there are 2 other ongoing tree issues that she has raised with the solicitor acting for the landowner i.e Lord of the Manor and one with BMSDC. BMSDC have put all responsibility onto the landowners. The landowners wrote to BMSDC last week confirming they have powers under the maintenance scheme to carry out these works but there is no mention of who is going to pay the costs involved to do the work. Clerk is awaiting BMSDCs response to the landowner. Note the Parish Council do not own the land and it is not our responsibility. **Action:** Clerk to ensure all complaints are forwarded to the landowners or BMSDC. Clerk to include contact information on both the notice board and *Palgrave Star* for residents to complain direct to in respect of issues with *The Green*

b) List of open spaces for DDNP – note the Chair has listed 2 views on the DDNP spreadsheet.

c) Priory Wood fly tipping and illegal accesses to wood –An officer from Public Realm dept at BMSDC will do a site visit and report back. Clerk chased for update 1/7 and awaiting response. **Action:** Clerk to ask District Cllr Burn to chase on our behalf as we know illegal accesses have been made from both *Clarkes Close* and the new *Lion Rd* properties to the wood

d) Re Cars for Sale on the Manorial Waste land opposite the Church as noted on the June minutes: The Clerk investigated the rules which states “it is an offence to leave two or more vehicles parked within 500 metres of each other on a road or roads where they are exposed or advertised for sale”. As long as the vehicle(s) are MOT’d and taxed and the individual is not running a business then they are

within the Law. However, if they are causing an obstruction as was reported to the Bus Shelter, then the Highways Licensing & Enforcement Manager can in fact intervene. An officer was going to be in the area to assess the situation and advise. **Action:** Clerk to ensure we receive a response

07.09.12 Cemetery and Churchyard – No Overnight Parking sign received by the Chair who will install it asap. War Memorial in the Churchyard – Clerk confirmed it is covered within our Insurance policy. Grants are available to support their repair and conservation, currently available at between 25-75% of eligible costs depending on the priority level of the project. The worse the condition the greater contribution the Trust might make. High priority cases are those where the Trust agrees with a Very bad condition assessment on War Memorials Online, Medium priority reflects Poor condition, Low priority would be memorials in Fair condition whilst those in Good condition are unlikely to be eligible. Note a value can be obtained via the valuation office at the War Memorial Trust – clerk to obtain
Action: Clerk to add to the asset register once value is established or request info from other clerks via SALC if unsuccessful

07.09.13 Parish Infrastructure Investment Plan (PIIP) – No further updates except to add:-
Bird boxes – Clerk to check when the local charity is open again to make the purchase, then to put request in Palgrave Star for volunteers to help put them up in and around the village.
Benches down The Lows and Jobs Lane – Initial approval received from landowner of The Lows site but concerns raised by them whether it might become a focal point for littering and anti-social behaviour. The PC considered these points and clerk to report back that they view the bench site as being a significant way up the path but a long way from where the youth tend to meet. If it does attract bad behaviour, then the site will be closed and the bench removed. The amenity it offers to elderly residents outweighs the risk of the above and the idea has been exceptionally well received by residents and is very much looked forward to. **Action:** Clerk to respond to the landowner re above. Cllr Sneddon still to seek permission re Jobs Lane together with previous action points re footpaths
It was noted that The Lows footpath was trimmed by the landowner during the pandemic allowing pedestrians to maintain social distancing. **Action:** Clerk to put thanks in Palgrave Star
Village Information / Tourist Board on Manorial Waste – Clerk has made initial enquiries with a local graphic designer and is awaiting his response. No detail has been decided yet but the footpath map is nearing completion as part of this project.

07.09.14 Village Emergency Plan (VEP) including Palgrave Community Support Group (PCSG) – update from Cllr Cousins-Clarke as follows:- the volunteers are still helping with some people who are still shielding but not much activity, mainly prescription collections. Still 15/16 volunteers involved. Cllr Sneddon said thanks had been received from many of those that had been helped by the PCSG.

07.09.15 Neighbourhood Watch – see invoice to pay under Finance. One sign on Millway Lane still o/s as permission required from BT for this location.

07.09.16 Reports from PC representatives on outside bodies

a) Diss and District Neighbourhood Plan update – Cllr Cousins-Clarke attended a meeting this week. There is a meeting on 3 consecutive weeks due to policy reviews that need consulting on. Note it is still a consultation with Palgrave residents at this stage which lasts 6 weeks. Views / opinions from the wider community are required as part of that process. The revised Terms of Reference (ToR) were considered. The Parish Council confirmed i) that our delegated representatives to the steering group of the Diss & District Neighbourhood Plan shall be Cllr Weston & Cllr Cousins-Clarke and ii) that the Parish Council endorses the current version of the steering group's Terms of Reference as defining the role of parish representatives and the authority delegated to them.

Action: Clerk to liaise with Cllr Cousins-Clarke as to August content for The Palgrave Star

b) PDCC update – Cllr Cousins-Clarke provided an update as follows:- Despite Government guidelines, the PDCC is not going to re-open any time soon apart from specific use by the School as the Trustees do not feel they can fully comply with the guidelines at this stage. The play area will also remain closed at present. It will be reviewed in August and the PDCC are putting an article in The Star regarding this.

07.09.17 General Governance – Input was required re the proposed revised Code of Conduct for Councillors. The Consultation closes on 17 August. Cllr Cousins-Clarke had read the full content and approved it. It does raise an issue with articles on social media so Councillors should be aware of what they post and ensure that any social media accounts remain private and not open to the public where possible.

Action: Clerk to complete survey on behalf of the PC. Note all Councillors can also respond individually should they wish to do so and the Chair encouraged them to do so

07.09.18 Finance

a) The following payments were approved:

Chq no. 000268	£640.84	Caroline Emeny	Clerks remuneration incl HMRC refund
Chq no. 000268	£52.82	Caroline Emeny	Clerks expenses incl Car Park sign
Chq no. 000269	£528.00	Excite Solutions	Invoices 1232 re Grass Cutting June
Chq no. 000270	£190.74	Normanton Screenprint	Neighbourhood Watch signs inv 11936
Chq no. 000271	£561.20	Caroline Emeny	Clerks remuneration for July as no August meeting

b) The following receipts were noted: £540 Cemetery Income

c) The Financial report for the period ending 30/6/2020 was unavailable as bank statement not yet received. This will be done post meeting and approved and signed by the Chair next week but included below for information.

d) The clerk had issued everyone prior to the meeting with an updated report regarding e-banking. The Co-Op bank was no longer an option. Suggestions were Unity Trust at £6 per month or remain with Natwest at £20 per month which was financially crippling. It was unanimously agreed that provided both the Chair and Clerk were happy with moving to Unity Trust Bank and a) the Chair contacts Oulton Broad Parish Clerk to gauge her opinion on this bank and b) provided this was 100% recommended by the Oulton Broad clerk, we move to Unity Trust Bank asap.

Action: Chair to contact Oulton Broad clerk Friday morning re above. Note post meeting Chair made contact and report was very favourable. Clerk to begin the process of opening an account with this bank asap for online banking

07.09.19 Clerks Report as follows – **Website** – nearly finished review. Have website accessibility training to do which was to be this week but away on holiday so will book the next available session so we can come to a close on this asap. Still to investigate the required Accessibility Statement. Have 2 x clerks networking sessions coming up which are good for information exchange.

The School – Patrick Harrington has ended his role as a trustee of the Tilian Partnership after 14 years as a governor or trustee. He sends his thanks to the PC for their help and support to the school over the years. Our new contact is Hannah Cooke, the chair of the Palgrave SGC, alongside head Julia Waters. To note the following correspondence previously circulated for information:

Variety of emails regarding the current Coronavirus epidemic and the support available including regular updates from SALC, CAS and the Covid-19 Collaborative Board.

07.09.20 Palgrave Star – content for next article – Highways projects, Priory Wood, Manorial Waste parking, The Green and Suffolk Highways issues explaining the PC can be a conduit for information but we encourage residents to contact them direct with any problems and provide that contact info.

07.09.21 Matters for information

There were no urgent matters brought by the Chairman, Councillors or Clerk

07.09.22 Date of next meeting – The next meeting of the Parish Council will take place at 7.30pm on Thursday 10 September unless an August meeting is urgently convened. Venue t.b.c. if remote or otherwise.

The meeting closed at 21.40 hours.

FINANCIAL REPORT – 30 June 2020

Current account Natwest Account No. Sort code
Statement Number 60 dd 01/07/20

	Bank statement balance	£66,072.57
Uncleared Chqs	Chq no.249	-£82.50
	Chq no. 256	-£28.50
	Sub Total uncleared cheques	£193.50
	RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET	£65,961.57